

Summary Sheet

- I. **Description** – This resolution requests on behalf of the Shelby County Board of Commissioners the Mayor's administration to issue a request for proposal for a special audit of the General Sessions Court Clerks Office as requested by the General Sessions Court Clerk. This request is support by the County's financial representatives. A representative of the Mayor's administration would prepare the request for proposal for this purpose, review the responses and make a recommendation to the Audit Committee of the Shelby County Board of Commissioners.
- II, **Source and Amount of Funding** – To be determined
- III. **Contracts** – Not applicable
- IV. **Additional Information Relevant to Approval of this Item**
The Administration recommends approval of this resolution.

Item # _____

Prepared By: Grace Hutchinson

Approved By: Christy L. Kinard
Assistant County Attorney

RESOLUTION ENDORSING THE ISSUANCE OF A REQUEST FOR PROPOSAL FOR THE SERVICES OF A QUALIFIED AUDIT FIRM FOR THE PURPOSE OF RECONCILING THE FINANCIAL RECORDS OF THE OFFICE OF THE GENERAL SESSIONS COURT CLERK AND DIRECTING THE COUNTY MAYOR'S ADMINISTRATION TO PREPARE A REQUEST FOR PROPOSAL AND MAKE A RECOMMENDATION TO THE AUDIT COMMITTEE. SPONSORED BY COMMISSIONER HARVEY

WHEREAS, Section 2.02 (B) of the Charter of Shelby County places the responsibility for authorizing special audits as deemed necessary with the County Commission; and

WHEREAS, Upon assumption of the official duties by the newly elected General Sessions Court Clerk, it was determined that the financial records of the office had not been adequately reconciled; and

WHEREAS, These concerns have been discussed with the appropriate financial representatives of the County who concur that there is a need to engage an external auditor or auditing firm to perform the work required to reconcile these records; and

WHEREAS, The Shelby County Board of Commissioners endorses the recommendation by the County's financial representatives to engage an external auditor or auditing firm to reconcile the financial information in question in response to concerns raised by the General Sessions Court Clerk.

NOW THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the Shelby County Board of Commissioners, with this resolution, endorses the recommendation by the County's financial representatives to engage an external auditor or auditing firm to reconcile the financial information in question in response to concerns raised by the General Sessions Court Clerk.

BE IT FURTHER RESOLVED, That the appropriate designees of the County Mayor's Administration prepare a request for proposal for the services of a qualified auditor or auditing firm for the purpose of performing work required to reconcile the financial records of the Office of the General Sessions Court Clerk.

BE IT FURTHER RESOLVED, That the appropriate designees of the County Mayor's Administration review the request for proposal responses for the purpose stated herein and make a recommendation to Committee #13, Audit Committee of the Board of County Commissioners for approval.

BE IT FURTHER RESOLVED, That this resolution shall take effect from and after the date it shall have been enacted according to due process of law, the public welfare requiring it.

A C Wharton Jr., County Mayor

Date: _____

ATTEST:

Clerk of County Commission

ADOPTED: _____